



Department of Liquor Control
Licensure, Regulation, and Education (LRE)
Outdoor Café Application

Outdoor Cafés that are operated as part of the licensed premises require approval from the Board of License Commissioners

Facility Name:	_____	Phone Number:	_____
Address:	_____	City:	_____
Licensees:			
1.	_____	Phone Number:	_____
2.	_____	Phone Number:	_____
3.	_____	Phone Number:	_____
Manager:	_____	Phone Number:	_____

Plan Attached, including barrier, tables, and chairs:	YES	NO	
Café Dimension:	_____	Number of tables: _____	Number of chairs: _____
Outdoor Café is:	Contiguous	Noncontiguous	
Part of lease agreement:	YES	NO	
Landlord Name (PRINT):	_____	Landlord Signature:	_____
Landlord Phone:	_____	Landlord Address:	_____
Located on public right-of-way (sidewalk):	YES	NO	

- Outdoor Cafes which are located on a public right-of-way must be approved by the Department of Permitting Services: 240-777-6303 or 240-777-6302.
- Applicants, whose facilities are located within the cities of Gaithersburg and Rockville, must obtain express written approval from those jurisdictions.
Gaithersburg: 301-258-6340, ameyer@gaitHERSBURGMD.GOV
Rockville: 240-314-8226, mhall@ROCKVILLEMD.GOV

Office Use Only:			
Division Chief Sign Off:	YES	NO	Initials: _____ Date: _____
Approved by ATES:	YES	NO	Initials: _____ Date: _____

Note: Once your outdoor café has been approved, you must obtain final compliance inspection before you open and serve alcoholic beverages to that area.



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Outdoor Café Requirements

- Landlord Approval Required
- Contiguous to the licensed premises, enclosed in a clearly delineated area, and surrounded by a continuous barrier at least 36 inches high at its lowest point of ingress and egress; and neither on any public property nor on a public right-of-way, without the express written approval of the appropriate State, County or local governmental authority.
- On the same side of the street and extends no more than a combined total of fifty (50) feet beyond the width of the store front of the licensed premises in either direction. "Store front" is defined as that part of the outer wall of any premises which is contiguous to a public sidewalk or right-of-way.
- If the café extends beyond the width of the store front of the licensed premises, the licensee must obtain written permission to operate the extended portion of the café, from all adjoining property owners within the extended café area.
- In addition, the distance between the store front of the licensed premises and the closest point of the café area must be no more than twenty-five (25) feet; and enclosed in a clearly delineated area, and surrounded by a continuous barrier at least 36 inches high at its lowest point with controlled point(s) of entrance and exit.
- All licensees who operate an outdoor café as part of the licensed premises will only do so with the express approval of the Board of License Commissioners. The Board may modify, suspend, or revoke the outdoor café privilege.
- Wait service must be available at Outdoor Cafés.
- Portable/permanent bars are permitted inside the outdoor café area.

Outside Advertising

- A restaurant or hotel holding a Class B, BWL, on sale license shall not allow any exterior advertisement on the building in which the licensed premises is located, which promotes the sale of alcoholic beverage. This excludes outdoor umbrellas.

**Montgomery County Department of Liquor Control
Division of Licensure, Regulation, and Education**

16650 Crabbs Branch Way • Rockville, MD 20855
240-777-1999 • www.montgomerycountymd.gov/dlc
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